



Appreciation & Recognition Portal SUPERVISOR OVERVIEW

Staff appreciation & recognition at Cornell

Celebrating staff excellence to recognize performance and contributions throughout the year is vital to creating an engaged and productive workforce.

Staff recognition should be given in many ways – base pay increases, variable recognition, professional growth and development, informal appreciation and recognition.

COMPONENTS OF PERFORMANCE-BASED PAY AT CORNELL *

Base Pay Increase Opportunities	Appreciation and Recognition Opportunities	
<ul style="list-style-type: none"> - Merit pay improvement programs - Position enhancement - Promotions: Reclassification and Selection - Equity adjustments 	<ul style="list-style-type: none"> - Appreciation Portal <ul style="list-style-type: none"> o Non-monetary o Monetary - Discretionary bonus - Informal Recognition 	<ul style="list-style-type: none"> - Special Events - University Awards - Professional Development

* Compensation-based rewards must be completed in partnership with your HR representative

Show your appreciation in the moment

It is easy to get focused on the tasks at hand – the emails, the meetings, the projects and to-do lists – and forget to say, “Thank you!” or “Well done!” And yet, it is often those simple, timely gestures that have a profound impact on our attitude, productivity, and feelings of belonging.

An important responsibility within your role as a supervisor is to cultivate a culture of appreciation through the regular practice of recognizing others, either as individuals, or as a team.

This aspect of recognition is simple, meaningful and no- or low-cost. At Cornell, we've implemented an easy-to-use system, cornellappreciation.awardco.com, to facilitate this element of our culture.

Employees can sign in and send a personalized message to a colleague to be shared privately with the individual. The system also allows supervisors to periodically recognize non-academic staff and bargaining unit employees with tokens of appreciation in the form of points awarded for purchase at The Cornell Store and items through Amazon. Available point options are: 10, 15, 20, 25, 50, and 75.

Consideration when providing monetary appreciation in a timely, real-time fashion: **Extraordinary Behaviors, High Impact Project Completion, Exceptional Innovation, Outstanding Performance and Substantial Work Effort.**

Supervisors will tag each recognition message using Cornell's Skills for Success (#integrity, #inclusion, #vision, #communication, #initiative, #judgment, #growth) to leverage key skills Cornell employees should demonstrate that are essential for individual and organizational success. Non-monetary private recognitions can also be tagged to #congrats, for birthday, service anniversary, and/or personal milestones.

Do you have a new employee in your department? Welcome them within 30-60 days through the appreciation portal for an introduction to Cornell's culture of recognition.

Visit the Appreciation Portal to recognize your staff

<https://cornellappreciation.awardco.com/>

STEP 1: Login using you your NetID and Two-Step Login

STEP 2: Click on Recognize

STEP 3: Search for a colleague

STEP 4: Add your message

STEP 5: Use a "#" to tag them with a Skill for Success or to say congrats.

The Appreciation Portal will be found in several locations

- Workday home page – News & Updates
- Workday My Team Management Worklet
- Human Resources Home Page, Our Workplace Culture: Appreciation and Recognition

Resources

- Frequently Asked Questions
https://hr.cornell.edu/sites/default/files/documents/appreciation_portal_supervisor_faq.pdf
- Performance-Based Pay
<https://hr.cornell.edu/benefits-pay/pay-time/pay/performance-based-pay>
- Appreciation and Recognition
<https://hr.cornell.edu/our-culture-diversity/appreciation-and-recognition>
- Professional Development
<https://hr.cornell.edu/professional-development>
- Skills for Success
<https://hr.cornell.edu/professional-development/performance/skills-success>

Questions

Contact your [HR representative](#) or email recognition@cornell.edu